



AMERICAN EMBASSY Public Relations Assistant



As our Public Relations Assistant, you will publicize mission activities to external audiences.

Do you have post G. C. E. A/L, one year professional studies in Public Relations/ Marketing/ Communications/ Business Management/ Visual Arts/ Design or Journalism? Do you have one year of experience in Public Relations/ Advertizing /Marketing /Journalism / Electronic Media or other work where the primary responsibility is communicating to external audiences? Do you have some experience and basic knowledge of photography & video technology?, Are you good in English and Sinhala or Tamil? (English will be tested), Do you have the ability to write correctly and persuasively in English? If the answer is "YES" to all the questions, then you may be the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses. Please note if you answer 'NO' to any of the below questions, your application will not be considered. Applications without the below separate page may not be considered.

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Names of any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Do you have post G. C. E. A/L, one year professional studies in Public Relations/ Marketing/ Communications/ Business Management/ Visual Arts/ Design or Journalism? (Y/N, if 'Y', Results of A/L and Year of Examination; professional course name, Institute, Starting & Ending Date of the course), 9. Do you have one year experience in Public Relations/ Advertizing /Marketing /Journalism / Electronic Media or other work where the primary responsibility is communicating to external audiences?; (Y/N - If 'Y', state employer, position title, years/months of employment in each position & summary of duties; Do you have some experience and basic knowledge of photography & video technology? (experience in photography & video technology), 10. Your current monthly take-home salary.

We offer a four and a half day work-week with options for flexi hours. Your monthly take-home salary will be Rs.56,158/-.

Your application should reach us **on or before May 11, 2011** at P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "Public Relations Assistant" on the top left-hand corner of the envelope, or, for e-mail, type "Public Relations Assistant" in the subject line. Only short-listed candidates will be contacted.

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement. Visit: <http://srilanka.usembassy.gov/>